

Agency Activity Inventory
by Agency
Appropriation Period: FY 2004-05

Agency: E12 - Comptroller General

Functional Group: Executive &
Administrative

121 Central State Audit - Payroll

Centralized payroll processing for approximately 50,000 state employees in 75 agencies. The gross payroll excluding employer contributions is in excess of \$1.5 billion annually. Functions include processing over 900,000 changes to individual payroll records annually, computation of gross to net payroll each payday, certification of warrants for payment to the State Treasurer, remittance of all payroll deductions, collection and remittance of employer contributions for FICA and the Retirement Systems, preparation of all payroll related reports and tax returns on a payday, quarterly, and annual basis, issuance of W-2 and Form 1099 information returns to recipients and income tax authorities. These duties are described in 8-11-35, 8-11-75, 8-11-80, 8-11-83, 8-11-90, 8-11-01, 8-11-93.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$700,168	\$641,723	\$0	No	\$58,445	16.00

Expected Results:

Employees are to be paid on time on a twice-monthly schedule. Deductions are to be remitted within 24 hours of payday. Withholding tax deposits and returns are to be processed according to mandated deadlines to avoid penalties. Retirement System, W-2, and 1099 reporting information must be timely and accurate.

Outcome Measures:

A payroll deadline has never been missed. Deductions are consistently disbursed the day after payday. No penalties have ever been incurred for late deposits or not filing returns in a timely manner.

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122 Central State Audit - Accounts Payable

Pre-audit of approximately 1.5 million requests for payments each year from 75 state agencies to ensure compliance with state laws and regulations. Functions include a review of each payment request, certification of warrants for approved payments to the State Treasurer on a daily basis, maintaining a centralized vendor file of over 100,000 records to ensure accuracy with historical data and 1099 reporting to the income tax authorities. These duties are described in 11-3-130, 11-3-170, 11-3-185.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$673,650	\$615,205	\$0	No	\$58,445	16.00

Expected Results:

Average turnaround for approval of payment request not to exceed four business days.

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Outcome Measures:

Current average turnaround time is 2.87 business days.

Agency: E12 - Comptroller General**Functional Group:** Executive &
Administrative**123 Central State Accounting-Statewide Accounting**

Provide centralized accounting of the state's financial activities in accordance with the program structure mandated by the SC General Assembly, outlined in 11-3-50.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$423,584	\$284,476	\$0	No	\$139,108	5.00

Expected Results:

Develop and maintain statewide accounting policies and procedures for state agencies. Provide technical assistance to agencies. Monitor agencies' financial activities to ensure compliance with the Annual Appropriation Act. Distribute reports on financial activity to agencies daily, weekly, monthly, and yearly. Respond to requests for information by the General Assembly, federal agencies, media, auditors, and citizens. Prepare reports required by the General Assembly such as the Dual Employment Report and the Out-Of-State Travel Report. Administer the Unemployment Compensation Fund.

Outcome Measures:

Established 100% (6,694) of the accounts required to account for the state's financial activities in accordance with the annual Appropriation Act. Monitored and accounted for \$46,555,359,154 of financial transactions in accordance with the Appropriation Act. Made updated policies and procedures available to state agencies, via the Internet, no less than quarterly. Distributed approximately 3,498 accounting reports to state agencies. Responded to 231 requests for information from the General Assembly, auditors and others.

Agency: E12 - Comptroller General**Functional Group:** Executive &
Administrative**124 Central State Accounting-Records Management**

Maintain a records center that houses financial documents (e.g. STARS input, payroll) submitted by agencies to the Comptroller General's Office for pre-audit and processing. Documents received by the records center support the state's financial activities. Also, serves as a centralized records center for the agency, outlined in 11-3-50.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$104,912	\$66,729	\$0	No	\$38,183	3.00

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Expected Results:

Retain documents in accordance with the Public Record's Act and established records retention schedules. Ensure that documents are available when requested by auditors or other appropriate persons.

Outcome Measures:

Managed and accounted for over 6.7 million documents in accordance with the State's Public Records Act and the Department of Archives and History's records retention schedules.

Agency: E12 - Comptroller General

Functional Group: Executive &
Administrative

125 Financial Reporting

This function provides centralized reporting of the State's financial activities in accordance with the program structure mandated by the General Assembly and generally accepted accounting principles. The function provides timely, accurate statewide financial data needed by State government and by external parties such as national bond rating services, potential bond purchasers, other State creditors, citizen groups, and agencies of the Federal government.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$821,579	\$547,953	\$0	No	\$273,626	11.00

Expected Results:

Produce the State's Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles, implementing all new accounting standards required by the Governmental Accounting Standards Board (GASB). Apply for the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the CAFR. Produce the General Fund bond statements and other reports as necessary.

Outcome Measures:

Receipt of an unqualified ("Clean") audit opinion on the CAFR from the independent auditors. Receipt of the Certificate of Achievement for Excellence in Financial Reporting for the CAFR.

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126 Administration

Provide executive leadership, financial services, coordination of agencywide activities, communications, media relations, employee benefits for Aid to Subdivisions (County Auditors & Treasurers), administrative support and legislative liaison activity to support the agency's functions, as outlined in Section 7 of the SC Constitution.

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FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$952,857	\$813,471	\$0	No	\$139,386	18.00

Expected Results:

Provide procurement, financial, and administrative support services for the agency. Provide all employees with a payroll and benefits system; coordinate all staff development and training and administer the State's U. S. Savings Bond Program through statewide automated purchasing system. Strive for clean audits in the areas of insurance, procurement, personnel and finance.

Outcome Measures:

Maintained and provided payroll and insurance benefits records for all employees and 92 County Auditors and Treasurers (Aid to Subdivisions). Provided information for all EPMS reviews, reclassifications, performance appraisals and increases for covered positions. Received clean audits in the areas of insurance, procurement and personnel for the 13th consecutive year and unqualified opinions on financial audits for 12 of the last 13 years. Maintained employee payroll deduction files and made all savings bond purchases on time.

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127 Local Government

Maintain direct contact with County Auditors, Treasurers, and Tax Collectors and supervise the property tax collection process and reimbursement programs as mandated by the General Assembly. Local government activities are outlined in 6-1-50, 11-3-60, 11-3-220, 11-3-240, 12-37-250, 12-37-255, 12-37-266, 12-37-270, 12-37-275, 123-37-290, 12-37-450, 12-39-15, 12-39-40, 12-39-190, 12-30-200.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$110,871	\$0	\$0	No	\$110,871	2.00

Expected Results:

Disburse salary supplements to county officials in accordance with the Appropriation Act. Audit requests and disburse funds to counties and municipalities in accordance with the Appropriation Act for the Homestead Exemption, Merchants' Inventory Exemption, Manufacturers' Depreciation, State Residential Property Tax, and Motor Vehicle Tax Reduction Programs.

Outcome Measures:

Disbursed 100% of required salary supplements to county officials. Audited 100% of requests received from counties and disbursed funds to counties for Homestead Exemption, Merchants' Inventory Exemption, Manufacturers' Depreciation, State Residential Property Tax and Motor Vehicle Tax Reduction programs in a timely manner.

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128 Data Processing - Information Technology Support

Provide quality information technology application development, maintenance, production control, local area network and PC support services for the Comptroller General's Office. Applications support includes all statewide accounting and payroll functions, local government functions and internal administrative functions of the agency. LAN/PC support includes maintenance and installation of new servers, workstations and peripherals, along with maintenance of agency WEB site.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$754,890	\$701,333	\$0	No	\$53,557	15.00

Expected Results:

Ensure that all agency program needs for information technology services are met to management's satisfaction. Complete the development of new applications and/or modification of existing applications that are identified as necessary to meet the requirements of the agency's programs. Complete and distribute all production processing for the Comptroller General's Office as scheduled. Receive a clean audit (no comments) as a result of the EDP audit performed as part of the statewide audit. All activities are to be done at a cost that compares favorably with the estimated cost of contracting with private industry or other state agencies.

Outcome Measures:

All requested development and maintenance was completed and met the needs of the divisions. The agency's LAN and PC area has continued to expand to service all agency employees. The agency WEB site has also been enhanced to allow for more interactive use by agencies communicating with the Comptroller General's Office. A clean audit (no comments) was received as a result of the annual EDP audit performed as part of the statewide audit. The costs for all activities compared favorably to the estimated cost of contracting for these services from both the Budget and Control Board - Office of Information Resources and through private services available on the state's contract for IT personnel.

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129 Data Processing - Central Enterprise Support for SCEIS

The Enterprise Support Group is responsible for the central project team for the State's ERP initiative SCEIS.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$249,402	\$234,001	\$0	No	\$15,401	3.00

Expected Results:

Initial SCEIS central project team to be formed. Successful completion of the Financial Blueprint Phase of the SCEIS project.

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Outcome Measures:

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AGENCY TOTALS

Comptroller General

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS	TOTAL FTEs
\$4,791,913	\$3,904,891	\$0	\$887,022	89.00